

INDIANA DEPARTMENT OF ADMINISTRATION
REQUEST FOR INFORMATION (RFI) #14-9-D1

Consultant Services for Statewide Job Order Contracting Solicitation and Operation; and Construction Cost Estimating

PUBLIC WORKS DIVISION
402 W. WASHINGTON STREET, IGCS W467, INDIANAPOLIS, IN 46204

DUE TO PUBLIC WORKS DIVISION BY
10/17/2014





REQUEST FOR INFORMATION # 49031001-14-3-D1

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA).

This RFI is intended to publicize the possible, future availability of contracting opportunities for services described herein. The IDOA creates no obligation, expressed or implied, by issuing this RFI or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFI shall be at the sole discretion of the IDOA. Neither this RFI nor any proposal submitted in response hereto is to be construed as a legal offer. No contract will be awarded without further discussion and negotiation with the responding firms or the issuance of a Request for Proposal (RFP). The IDOA will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

CONFIDENTIAL INFORMATION

Potential offerors are advised that materials contained in their proposals are subject to the Indiana Public Records Act, IC 5-14-3 et. seq., and after the execution of the contract, may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential offerors claiming a statutory exception to the Indiana Public Records Act, must place all confidential documents in a sealed envelope, clearly marked "Confidential" and must indicate on the outside of their proposal envelope that confidential materials are included and specify which statutory exception provision applies. The IDOA reserves the right to make determinations of confidentiality. If the IDOA does not agree with the information designated confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the offeror. If agreement can be reached, the proposal will be considered.



SCOPE OF WORK

IDOA is exploring the creation of a Job Order Contracting (JOC) program. If created, IDOA's Public Works Division (DAPW) will select a professional consultant to design, implement, and maintain the program for a one-year term with potential subsequent one-year renewals. A successful JOC consultant would be managed by DAPW personnel. The JOC program will comply with State laws and statutes as well as IDOA policies.

The JOC program must be turnkey procurement solution that is made available to all client agencies through a single or multiple catalogs that cover all 92 counties. With approval of the IDOA, the JOC consultant will determine the number of regionalized catalogs to create based on local labor and material pricing. Adjustment factors will not be used to address facility locations and local economies.

The JOC consultant shall develop an online program that provides a catalog with unit prices of construction, maintenance, and repair materials and services. The online program will track job orders from inception to completion and assign a unique identifier. The system will be internet-based and hosted by the JOC consultant. IDOA staff shall be able to review projects and obtain reports from the system. The consultant will, also, provide online construction cost estimating tools for use by IDOA staff.

The JOC consultant will work with IDOA staff in the creation of specifications and identification of general conditions. The online program will be accessible to all facility management staff identified by IDOA. Initial and ongoing training will be provided by the JOC consultant to all staff identified by IDOA. The online program will be maintained by the JOC consultant and updated annually. The JOC consultant will work with IDOA to identify and create the approval process for JOC projects, including the collaborative use of IDOA's government management information system (GMIS). The Indiana Office of Technology utilized Oracle's PeopleSoft for GMIS solutions.

The JOC consultant will create the documentation utilized for bidding the JOC catalog to contractors. The bid documents will be advertised and received by DAPW, though the JOC consultant will be encouraged to reach out to potential contractors. The JOC consultant will review the submittals and supply recommendations to DAPW regarding the awarding of JOC contracts.

The JOC consultant will provide project management staff to assist the facility management staff with the identification and creation of JOC projects. Support should be provided during normal State business hours. An emergency, non-business-hours process should also be identified. Prior to execution of a contract, the JOC consultant will provide the names and resumes of project management staff for IDOA approval.

The JOC consultant will provide initial and ongoing training and support to bidding and selected JOC contractors.



TERMS

The consultant should anticipate executing a State-provided professional services/consultant contract for full professional services. The contract will provide for a firm, fixed price for services. A copy of Indiana's standard consultant contract is attached. Any requests for modifications to the standard contract must be made in the proposal.

PROPOSALS

Firms interested in providing these services to the IDOA should submit five printed copies and a digital copy of their written proposal to:

Indiana Department of Administration, Public Works Division

Attn: Jason Larrison, AIA, State Architect

402 West Washington Street, Room W467

Indianapolis, Indiana 46204

Proposals must be received no later than 12:00 p.m. Eastern Daylight-Saving Time on October 17, 2014. The outside of the envelope should be clearly marked:

"RESPONSE TO REQUEST FOR INFORMATION"

No more than one (1) response per principal firm should be submitted. Each proposal should designate one person as the principal contact for the proposing firm. Following a review of the responses, some of the responding firms may be requested to make oral presentations.

Any questions regarding this RFI must be submitted to the above address no later than 12:00 p.m. Eastern Standard Time on October 3, 2014. Questions may also be submitted by fax at (317)233-4613 or via email at jlarrison@idoa.in.gov. Responses to all questions will be promptly prepared and posted on the Public Works Division website located at www.in.gov/idoa/pwd.



SELECTION PROCESS AND CRITERIA

The Evaluation Team will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the criteria listed below.
2. Based on the results of the evaluation, the proposal(s) determined to be most advantageous to the IDOA, taking into account all of the evaluation criteria, may be selected by the IDOA for further action.

Responses will be evaluated based upon the documented ability of the proposer to satisfy the requirements of the Announcement in a cost effective manner. Specific criteria include:

1. Demonstrated experience and expertise in the creation, management, and maintenance of job order contracting programs.
2. Demonstrated experience and expertise in the management and support of job order contract projects.
3. Demonstrated experience and expertise in the creation, management, and support online programs.
4. Demonstrated ability to work with state agencies and facilities to address needs and identify projects.
5. Experience and expertise with government bidding requirements, particularly with respect to capital projects.
6. Experience and expertise with connecting job order contract programs with other programs, including Oracle's Peoplesoft system.
7. Prequalification with the IDOA Certification Board (I.C. 4-13.6-4-2) in the categories of Construction Management of Institutional Architecture, Construction Inspection of Institutional Architecture, and Cost Estimating

PROPOSAL SUBMISSIONS

The response should address the selection criteria described herein and any other information which the offeror believes is relevant to the selection process. The response should include a statement of the philosophy of the firm's approach to this project. The response should include examples of projects which are similar to this project or which address the selection criteria. The response should identify the key persons to be assigned to the project and include a statement of the availability and commitment level for each person which the offeror is willing to include in the contracting document. The IDOA encourages responding firms to be creative in preparing their response to this RFI.



QUESTIONNAIRE

1. Name and address of principal location and Indiana office(s), if any, for principal firm and any consulting firms or individuals.
 - a. Please describe:
 - i. A brief history of the firms/individuals involved in this team.
 - ii. Experience, background, or expertise that qualifies your team for this project.
2. Indicate how your firm will provide the services requested in this RFI and an outline of procedures to be used by the firm in providing a unified team approach. Provide any case histories or other information which is available to indicate past performance on similar types of services, including copies of typical reports.
3. References:
 - a. List several persons who can provide information about similar work your firm has completed. (references may be contacted)
 - b. Provide a list of financial references that can provide information about the firm.
4. Statement identifying the review of the State's standard consultant contract (found on DAPW webpage) and identification of any challenges or requests for modification.